



भारत सरकार/GOVT. OF INDIA

मुख्य आयुक्त का कार्यालय, वस्तु एवं सेवाकर, उत्पाद शुल्क एवं सीमा शुल्क, भुवनेश्वर क्षेत्र
केंद्रीय राजस्व भवन, राजस्व विहार, भुवनेश्वर-751007, ओडिशा

OFFICE OF THE CHIEF COMMISSIONER,
GST, CENTRAL EXCISE & CUSTOMS, BHUBANESWAR ZONE,
C.R.BUILDING, RAJASWA VIHAR, BHUBANESWAR-751007, ODISHA
☎0674-2589935 ☎0674-2589938 ✉ccbbsr@rediffmail.com

TRANSFER/PLACEMENT GUIDELINES, 2018
for Group-B Executive Officers (Superintendents & Inspectors),
Group-B Ministerial Officers and Group-C Staff
of GST, Central Excise & Customs, Bhubaneswar Zone

INTRODUCTION:

1. Consequent upon reorganization of the field formations of CBEC on account of implementation of GST w.e.f. 01.07.2017, the Bhubaneswar Zone now comprises of the following Commissionerates/formations:

- Chief Commissioner's Office, Bhubaneswar;
- GST & Central Excise Commissionerate, Bhubaneswar;
- GST & Central Excise Commissionerate, Rourkela;
- Customs (Preventive) Commissionerate, Bhubaneswar;
- GST & Central Excise (Audit) Commissionerate, Bhubaneswar;
- GST & Central Excise (Appeals) Commissionerate, Bhubaneswar.

(Authority: Central Excise Trade Notice No.01/2017 dated 21.06.2017, as amended vide Central Tax Trade Notice No.02/2017 dated 08.08.2017).

2. Representations seeking modification in the Transfer Policy have since been received from the Bhubaneswar unit of AIACEGEO and Odisha Circle of AICEIA, respectively. Also need has been felt for a new consolidated transfer/placement guidelines, consequent upon reorganisation of field formations upon implementation of GST w.e.f. 01.07.2018.

3. In view of the foregoing facts, the following Transfer/ Placement Guidelines for officers in the grade of Superintendents, Inspectors and Group 'B' Ministerial Officers as well as Group 'C' staff, is prescribed for the Zone, which would be effective from the AGT 2018 onwards.

4. AIMS & OBJECTIVES OF THE GUIDELINES:

The aims and objectives of these Transfer/Placement Guidelines are:—

- 4.1 Effective rotation of Officers between sensitive and non-sensitive posts/charges;


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- 4.2 To provide transparency, objectivity, fair play and exposure to varied fields of work to all the officers and also bring clarity in the Annual General Transfers (AGT);
- 4.3 To promote integrity, efficiency and improved performance following the principle of PATH (Professional, Accountable, Transparent & Honest);

5. CLASSIFICATION OF CHARGES/POSTS (SENSITIVE/ NON-SENSITIVE/ HARD PLACES OF POSTING):

5.1 Different charges/posts in GST & Central Excise, Customs & Audit Commissionerates and its Field Formations shall be classified as 'Sensitive' or 'Non-sensitive' As of now, the said categorisation is as below.

5.2 Sensitive Postings in GST & Central Excise / Customs / Audit / Appeals Commissionerates:

- Headquarters Anti-Evasion / Preventive Section in GST & Central Excise Commissionerates;
- Headquarters Pre-audit and Post-audit Sections;
- All Divisional Technical Sections dealing with Rebate/Refund claims, LUT/Bonds and Registrations;
- Audit Groups/ Circles of Audit Commissionerate;
- Airport / Sea ports / ICDs / Air Cargo Complex / Customs Divisions;
- Deputations and postings on loan basis to DGGSTI / DRI / Directorate of Enforcement / SEZ;
- All Ranges of GST & Central Excise Commissionerates.

5.3 Non-sensitive Postings:

Apart from the postings as mentioned in Para 5.2 above, all other postings in Chief Commissioner's Office / Commissionerates / Divisions / Commissioner (Appeals) Office would be treated as Non-Sensitive postings.

6. Hard places of posting: Taking into consideration various factors, like distance from/connectivity with Bhubaneswar, living conditions in the area, availability of health care and good education facility, etc., the following stations are hereby declared as Hard places of posting:

Sl. No.	Station	Commissionerate
1.	Jeypore	GST & Central Excise, Bhubaneswar
2.	Bhawanipatna	GST & Central Excise, Bhubaneswar
3.	Damanjodi	GST & Central Excise, Bhubaneswar
4.	Titlagarh	GST & Central Excise, Rourkela
5.	Rairangpur	GST & Central Excise, Rourkela
6.	Belpahar	GST & Central Excise, Rourkela
7.	Barbil	GST & Central Excise, Rourkela
8.	Joda	GST & Central Excise, Rourkela

Normally, an officer will be posted at these hard places of posting for one year, which may be extended by another year in case of administrative exigencies, or on the request of the officer concerned.

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7. Procedure:

- 7.1 The Chief Commissioner's Office (CCO), being the CCA, shall prepare list of officers due for Inter Commissionerate Transfer in ensuing AGT, as per approved guidelines and shall circulate the same, calling for three options (of station only) from the officers who are either due for transfer or are otherwise seeking transfer on the basis of their representation.
- 7.2 Accordingly, the list of officers, who have completed station tenure and are due for change shall be circulated during the month of March.
- 7.3 The Annual General Transfer Order in respect of Inter Commissionerate Transfer, shall be issued by the CCO by 15th May of every year. Subsequent Transfer/Posting orders assigning specific charges to the officers shall be issued by the jurisdictional Commissioners, by 31st May of the year.

8 Tenure and modes of Posting in various formations

- 8.1 The cut-off date for counting of tenure for transfer shall be 31st May of the year. The length of the period of stay at a station shall be counted from the actual date of joining.
- 8.2 The tenure at a particular Station/Commissionerate shall be arrived at by considering the combined tenure of an officer, as per the formations/Commissionerates/stations prior & post Cadre Restructuring, 2014 and GST reorganisation w.e.f. July 2017. For example, the posting in the erstwhile Bhubaneswar-I and Bhubaneswar-II Central Excise & Service Tax Commissionerates shall be mapped as per the respective jurisdiction of the Commissionerates existing presently:

Sl. No.	Formations under erstwhile Central Excise and Service Tax Commissionerates	Formations for which mapped under GST
1.	CCO	CCO
2.	Bhubaneswar-I/ Bhubaneswar-II Commissionerate	-- The postings under erstwhile Bhubaneswar-I and Bhubaneswar-II Commissionerate (from October, 2014 to June, 2017) shall be considered as postings under the GST & Central Excise, Bhubaneswar Commissionerate. -- The postings in Hqrs. office of erstwhile Bhubaneswar-II Commissionerate (as existed prior to October 2014), shall be considered as postings under the GST & Central Excise, Bhubaneswar Commissionerate. -- The postings under Divisions and Ranges of erstwhile Bhubaneswar-II Commissionerate (as existed prior to October 2014), shall be

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		existed prior to October 2014), shall be considered as postings under the GST & Central Excise, Rourkela Commissionerate.
3.	Paradeep Customs posting erstwhile Bhubaneswar-I Commissionerate (prior to/upto October, 2014)	Customs (Prev.) Commissionerate.

8.3 All representations for transfer must be routed through the respective Commissioners. The concerned Commissioners will forward the same to the Office of the Chief Commissioner (CCO), after due verification of the facts and merits of the case with proper recommendation/ comments. CCO will finalise list of officers eligible for Inter-Commissionerate Transfer (ICT) and issue such ICT order. The Chief Commissioner shall constitute a **Placement Committee** for recommending such ICT transfers. As far as possible, the sanctioned/ working strength ratio may be maintained at the same level across all Commissionerates of the Zone, though, it may vary keeping in view the workload/ geographical spread etc.

8.4 The maximum continuous tenure in a particular Commissionerate/CCO shall be as follows:

Sl. No.	Commissionerate	Tenure
1.	GST & CX, Bhubaneswar Commissionerate	4 years
2.	GST & CX, Rourkela Commissionerate	6 years
3.	Customs (Prev.) Commissionerate, Bhubaneswar	3 years
4.	Audit Commissionerate, Bhubaneswar	4 years
5.	Appeals Commissionerate, Bhubaneswar	2 years
6.	CCO	2 years

8.5 However, if there are willing officers for continuing in Rourkela Commissionerates, such officers may be allowed to continue, with the recommendation of the Jurisdictional Commissioner and approval by the Chief Commissioner/ CCA, for another 2 years. However, the overall career limit/cap shall be applicable.

8.6 If an officer has effectively worked for less than 10 months in a non-sensitive charge or less than 22 months outside Bhubaneswar due to any reason, the officer shall not be considered for rotation, except for reasons beyond officer's control.

8.7 The maximum continuous tenure at a particular station shall be 10 years for Bhubaneswar (including Cuttack), 6 years for Rourkela and 4 years for other stations.

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- 8.8 In Customs (Prev.) Commissionerate, the officer will be rotated/posted in any Port/ICD or BPI Airport or any other formation/ Hqrs. Office appropriately. However, ordinarily, total tenure will be 2 years for sensitive charge and 1 year for non-sensitive charge, subject to overall tenure ceiling of 3 years for the Commissionerate.
- 8.9 In Audit Commissionerate, an Officer will be posted in any Audit Circle/Group for 2 years and **2 years in Static Section** / Headquarters of the Commissionerate.
- 8.10 On completion of their tenure in Customs (Prev.), CPU, DGGSTI, DRI and Audit Commissionerates, the officers will be normally posted to hard stations, as far as possible, under Bhubaneswar and Rourkela GST Commissionerates.
- 8.11 Tenure of continuous posting in Bhubaneswar (including Cuttack) Customs, GST, Audit Commissionerates and Appeals Commissionerates and CCO, either individually or combinedly, will be maximum for 10 (ten) years. All officers, who have completed 10 years of posting, will be liable to be transferred to the other locations. With regard to Superintendents, the tenure of continuous posting rendered in the previous Executive grade (Inspector) will also be counted.
- 8.12 After continuous tenure in locations at Bhubaneswar or Rourkela, the officers will be posted outside the above locations for a minimum period of 2 (two) years out of which one year tenure would be in "Hard place of posting" locations, as far as possible. Their posting back to Bhubaneswar, Cuttack or Rourkela after their stay outside will be subject to availability of vacancy in the said places.

9. Career limit/cap for station tenure (in respect of Executive Cadres):

In respect of Executive Cadres (Superintendents & Inspectors), there shall be overall career limit/cap for station tenure at (Bhubaneswar & Cuttack), as well as for Rourkela & Sambalpur. The station tenure/rotation norms, for the above stations will be as follows:

- i) For Bhubaneswar & Cuttack, the overall career limit/cap shall be of 18 years, either individually or combinedly;
- ii) For Rourkela & Sambalpur, the overall career limit/cap shall be of 18 years, either individually or combinedly.

For counting the said career limit/cap, the tenure in Inspector as well as Superintendent grade will be added / considered together. However, in respect of promotee Inspectors, the career limit/cap shall be counted from the date of their joining as Inspector on promotion.

9.1 Officers returning from Deputation: The officers coming back from deputation from sensitive charges, such as DRI, DGGSTI, SEZ or Enforcement Directorate will complete the cooling-off period as per guidelines prescribed by the Board, before they opt for another deputation to the aforesaid agencies.

9.2 Rotation between Sensitive and Non-sensitive postings:

9.2.1 The officers will be rotated, to the extent possible, between the sensitive and non-sensitive charges to ensure all round exposure and efficiency.

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9.2.2 However, in case 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 charge.

9.2.3 As far as possible, an officer in the subsequent cycle of postings should not be posted in the same sensitive charge.

10. Transfer and specific Postings **within** a Commissionerate will be done by the jurisdictional Commissioners. However, in case of any deviation from the Transfer/Placement guidelines, prior approval of the Chief Commissioner should be obtained before effecting such transfers.

11. In case the officer is considered for retention on compassionate ground on account of his/her children studying in Class X or XII, then such officer will be liable for transfer in the next AGT.

12. The officers during his/her tenure at Bhubaneswar will be rotated amongst the GST Commissionerates, Customs Commissionerate, Audit Commissionerate, Appeals Commissionerate, as far as possible, following the overall station tenure/Commissionerates tenure.

13. **ROTATION OF OTHER GROUP 'B' AND 'C' OFFICERS (Ministerial Cadre, Drivers, Havalgars and Head Havalgars):**

13.1 While Ministerial officers (Group B & Group C) are also liable for transfer, like Executive officers, routine transfer of Ministerial officers from one station to another should be avoided except on administrative/compassionate grounds.

13.2 Ministerial officers may be transferred from one Commissionerate to another, on completion of a tenure of 4yrs.

13.3 Drivers in all grades are liable to be transferred within the Zone. However, routine transfer from one station to another shall be avoided as far as possible except on administrative/ Compassionate grounds.

13.4 Regarding posting of Head Havalgars/ Havalgars to Customs (Prev.) Commissionerate, especially at the seaports, the following criteria will be adopted:

13.4.1 Head Havalgars / Havalgars, who have worked for a minimum period of 1 year at B.P.I.Airport / Air Cargo/ ICD/ CFS/ Puri Departmental Guest House, would be given preference for posting to sea ports. The tenure at Sea ports will be of 2 years (maximum).

14 **Exceptions to Transfer Policy:**

14.1 Representations (through proper channel and duly supported by valid documentary evidences) seeking transfer or exemption from transfer during AGT may be considered on the following grounds as far as possible and subject to availability of vacancies and administrative exigencies.

- i) Officers having less than 2 years of service prior to Superannuation;
- ii) Officers having Autistic or special/differently-abled children;

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- iii) Officers whose Children are studying in Class X & XII, during the AGT year;
- iv) Officers having serious ailment which requires special medical treatment.
- v) As regards posting of husband and wife in same station, the DoPT's guidelines shall be followed as far as possible, subject to availability of vacancies and administrative exigencies.
- vi) Differently-abled persons will be posted to a place nearer to their residence. These officers and those having special/ differently-abled children shall normally be posted only to non-sensitive formations, if they are retained beyond the normal tenure to enable them to take care of their health as well as of their family.
15. In case, an officer is retained in any station/posting beyond the tenure prescribed, they shall normally be posted to non-sensitive charges.
16. Notwithstanding anything contained in this Transfer/Placement Guidelines, the Chief Commissioner (Cadre Controlling Authority) may, if necessary in public interest and/or administrative exigency, transfer or post any officer to any station or charge.
17. This issues with the approval of the Chief Commissioner, GST, Central Excise & Customs, Bhubaneswar Zone.

S.K. Mohanty 20/4/18
(S.K. Mohanty)

Joint Commissioner (CCO),
GST, Central Excise & Customs,
Bhubaneswar Zone

C.No.I(22)38/CC/Admn/BBSR/2017/

13015-034A

Dated: 20th April, 2018.

Copy to:

1. The Principal Commissioner/Commissioner, GST & Central Excise, Bhubaneswar Commissionerate/Rourkela Commissionerate/Audit Commissionerate/Customs (Prev.) Commissionerate/Appeals Commissionerate, with a request to circulate the Transfer Policy among all the Officers/Staff of the concerned Commissionerate.
2. Sr.P.S. to the Chief Commissioner, GST, Central Excise & Customs, Bhubaneswar Zone.
3. President/General Secretary of Officers/Staff Associations of Bhubaneswar Zone.
4. Assistant Commissioner (Systems), GST & Central Excise, Bhubaneswar to arrange for uploading the Transfer Policy-2017 on the Zonal website.
5. Assistant Commissioner (CCO-ET), Bhubaneswar Zone.
6. Notice Board.
7. Guard File.